

## **POLICY**

Effective: March 18, 2004  
Office: Information Systems  
Topic No.: 001-325-008-c

## **ELECTRONIC DOCUMENT MANAGEMENT and GEOGRAPHIC INFORMATION SYSTEMS**

Electronic Document Management System (EDMS) is a technology that supports automated storing, indexing, retrieving, distributing, and processing of shared documents. Geographic Information System (GIS) is a technology that enables information to be depicted on a graphical map based on geographical coordinates. It is the policy of the Department to deploy enterprise-wide EDMS and GIS applications for its engineering, operations, planning, and administrative functions. Browser-based technology will be used to the fullest extent possible, as determined by technical constraints. The intent of this policy is to establish automated systems that will:

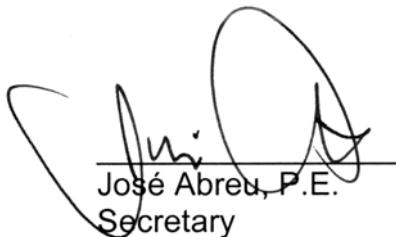
- Improve the quality and accessibility of Department information
- Support graphical analysis of geo-referenced data

EDMS and GIS will be centrally managed as enterprise technologies. These technologies will be supported by centralized or distributed application, database, and web servers.

The Information Resource Management Council (IRMC) provides executive oversight for enterprise initiatives, including EDMS and GIS, to ensure consistency with Department goals, objectives, and priorities.

The Business Systems Support Office (BSSO), Office of Information Systems (OIS), provides oversight for development of enterprise EDMS and GIS applications to ensure cost effective solutions and availability to other Department assets such as the Enterprise Information Portal.

In order to be effective, the Business Systems Support Office must be kept apprised of any current or planned EDMS or GIS initiatives throughout the Department and this information should be directed to the Manager, Business Systems Support Office, OIS, for coordination.



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Secretary